



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **LEGAL SECRETARY I** (Provisional* Appointment)

SALARY: \$31,421 - \$40,466 annually

35 hour work week

LOCATION: Monroe County Sheriff's Office

JOB SUMMARY:

This is a secretarial position responsible for the performance of complex secretarial work and legal clerical tasks requiring independent judgment and decision-making responsibilities. This title differs from the lower title, Legal Secretary II, by virtue of its responsibilities for frequently exercising independent judgment, supervising other clerical employees and/or processing the more difficult and technical documents. The Legal Secretary I operates and trains others in the use of a variety of office equipment including the electronic work station, word and data entry equipment, and electronic transcription equipment in the preparation and typing of confidential legal documents. The employee reports directly to, and works under the general supervision of an attorney or administrator. Direct supervision may be exercised over clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full-time or its part-time equivalent office secretarial experience, one (1) year of which must have been in legal work; OR,
- (B) Graduation with a diploma or certificate from a school of business or business institute with a major in Secretarial Science, Word Processing, or a related field, plus three (3) years of paid full-time or its part-time equivalent office secretarial experience, one (1) year of which must have been in legal work; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science or a related field; or graduation from a school of business or business institute with an A.O.S. degree in Secretarial Science or a related area, both of which require two (2) years of paid full-time or its part-time equivalent office secretarial experience, one (1) year of which must have been in legal work; OR,
- (D) An equivalent combination of education and experience as defined in (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

Background Investigation: Applicants will be subject to an extensive background investigation by the Monroe County Sheriff's Office. Applicants may be required to authorize access to educational, financial,

employment, criminal history, mental health records and/or other records. Applicants may also be subject to additional screenings as a term and condition of employment.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NY 14614

Posting Date: April 14, 2015

Posting Deadline: April 25, 2015

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.